



**United States
Fish & Wildlife Service**

Memorandum

DO NOT REPLY TO THIS ADDRESS - SEE MESSAGE FOR CONTACT INFO!

Date

01/11/2005

From

AD - Budg, Planning & Hum Res

Subject

Reminder: Fitness Center Membership Fees Reimbursement Due January 31, 2005

Service employees participating in the Fitness Center Membership Fee Reimbursement Program are reminded they must seek reimbursement (50% or \$275, whichever is less) for their 2004 fitness center membership fees by January 31, 2005. To be eligible for reimbursement, you must have enrolled in the Fitness Center Membership Fee Reimbursement Program.

To receive reimbursement, employees must provide the following documentation to his/her supervisor between January 1 and January 31:

- a. Completed Form [3-2178a](#) (Report of Taxable Fringe Benefit (Fitness Center Reimbursement Fees)).
- b. Your paid invoice(s) or other proof of payment (such as a bank statement for centers that require automatic withdrawal) for individual membership fees for the entire calendar year.
- c. Completed Form [3-2178b](#) (Fitness Membership Fee Reimbursement Program Self-Certification of Usage).

Please note that Form [3-2178a](#) was revised 11/2004 to include the change in how the cost authority number is entered. Participants should not use the old form, and can access the new form at <http://policy.fws.gov/do122.html>.

Supervisors will maintain a copy of Forms [3-2178a](#) and [3-2178b](#) and the original proof of payment in their files, and must forward the original Form [3-2178a](#) and a copy of the invoice to the National Business Center at the address on the form on or before January 31, 2005.

Additional information on the Service's Fitness Center Membership Fee Reimbursement Program can be found in Director's Order 122 or by visiting the Division of Human Resources' Work/Life Website at: <http://hr.fws.gov/WorkLife.htm>.

Our mission is working with others to conserve , protect, and enhance, fish, wildlife, and plants and their habitats for the continuing benefit to the American people.